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# **REQUEST FOR QUOTES**

*SERVICES CONTRACT*

*Contract Number: 20-S-0011*

**Parkview Terrace Building Janitorial Services**

at

255 High Street, Eugene, OR, 97401

## **QUOTES DUE**

**4 PM, THURSDAY, February 6, 2020**

**Contract Administrator:**

Ron Haniuk

PH: 541-682-2583

[rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

**Please update to: Adobe Reader DC and download this request to your PC to view attachments properly.**

## REQUEST FOR QUOTE

### **Building Janitorial Service for Parkview Terrace**

(Interior Building Cleaning)

#20-S-0011

Homes for Good Housing Agency is seeking quotes from qualified janitorial contractors for building janitorial cleaning at one of our apartment complexes known as Parkview Terrace, located at 255 High Street, Eugene, OR. 97401.

#### SCOPE OF WORK:

This request is for professional janitorial service to clean areas as described in this request and consists of but are not limited to; offices, hallways, bathrooms, lobbies, stairways and elevators and involves general janitorial cleaning, mopping, waxing, sanitizing, sweeping, emptying trash and recycling containers. The chosen contractor or employee(s) should be well trained, familiar with the trade and industry standards, have a professional appearance and works well with people.

- All qualified *contractors, minority business enterprises and Section-3 businesses* are encouraged to participate in this solicitation and will be required to complete the Section 3 Form, and the Independent Contractor Certification Form.
- General Conditions and Specifications of work apply to all work done on this contract.
- This will be a 2-year total contract period, being 1-year with an option to renew for 1 year.
- Please review HUD-5369-B Instructions to Offerors for Non-Construction Contracts, and the HUD-5370-C General Condition for Non-Construction.
- HUD Determined Wage Rates apply to this request and can be found below.
- Information regarding this contract may be obtained from the Contract Administrator, Ron Haniuk at 541.682-2583. EMAIL: rhaniuk@homesforgood.org

#### AWARD OF CONTRACT:

This contract will be awarded to the lowest total bid submitted by a qualified bidder, based upon the total annual cost for the listed services. Homes for Good will evaluate the ability of the bidder's company to supply trained and experienced personnel and appropriate equipment for performing the required work. References submitted during the RFQ process may be interviewed and the sites reviewed/inspected for quality of service. HACSA reserves the right to not award to the lowest bidder based upon the results of reference checks and a review of the quality of work of the bidding Contractor.

*The Agency may review any the following prior to selection of the Contractor:*

- A job cost breakdown, work force availability, work history
- Previous contract performance with this Agency,
- Site review/inspection of Contractors current work.
- An evaluation of references and other non-Agency work history
- Applicable experience.

Please read important contract information below prior to providing a quote.

GENERAL CONTRACT WORK CONDITIONS -



AREAS OF RESPONSIBILITY -



BILLING INFORMATION -



FIRST FLOOR PLANS -



It is expected that the Contractor will schedule around activities in the community room. All scheduling will be approved by the Property Manager.

The Property Manager will make keys available to the Contractor.

The awarded Contractor will be required to read and/or complete the information below;

HUD-5370-C General Condition for Non-Construction -	
Section3 Form -	
HUD Service Contract Act Award (SCA) Wage Rates -	
HUD-SCA Wage Specifications -	
Minimum Insurance Requirements -	
Drug Free Work Place -	

Contractor must provide a W-9 Form before the beginning of service.

Payments will be made to contractor by automatic deposit.

**SITE VISITATIONS:**

Arrangements can be made to view the complex by calling one of the following;

Property Manager: Jon Wild, 541.914.3561

Assistant Property Manager: Gloria Estrada, 541.682.3834

ADDITIONAL WORK:

During the awarded contract period, HACSA may request additional services, the Contractor will be asked to provide a cost for those services. The Agency may or may not authorize such additional services to the awarded contractor and reserves the right to use another Contractor.

➤ QUOTES DUE:

Quotes will be received until **4 PM, THURSDAY, February 6, 2020** on a copy of the quote forms provided.

Contractor can provide quote by either;

Hand deliver or mail to; 300 W. Fairview Drive, Springfield, OR. 97477, Attn. Ron Haniuk, Contract Administrator, Maintenance or Email to: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

This Request for Quote can also be found at the following Homes for Good website:

<https://www.homesforgood.org/opportunities/contracts-and-vendors/bid-opportunities>

## INDEPENDENT CONTRACTOR CERTIFICATION STATEMENT

**NOTE: Oregon law, ORS 701.075, requires your business to qualify as an independent contractor (demonstrate that you are in business for yourself and not an employee) in order to be registered with the Construction Contractors Board (formerly called the Builders Board).**

You can qualify as an independent contractor by certifying that you meet all the following standards as required by ORS chapter 316, 656, 657 and 701;

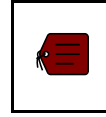
- (1) You provide labor and services free from direction and control, subject only to the accomplishment of specified results.
- (2) You are responsible for obtaining all assumed business registrations or professional occupation licenses required by state or local law.
- (3) You furnish the tools or equipment necessary to do the work.
- (4) You have the authority to hire and fire employees to perform the work.
- (5) You are paid on completion of the project or on the basis of a periodic retainer.
- (6) You are registered with the Construction Contractors Board (Builders Board).
- (7) You filed Federal and state income tax returns for the business for the previous year if you performed labor or services as an independent contractor in the previous year.
- (8) You represent to the public that you are an independently established business, and that you meet four (4) or more of the following:
  - \_\_\_\_\_ A) You work primarily at a location separate from your residence.
  - \_\_\_\_\_ B) You have purchased commercial advertising, business cards, or have a trade association membership.
  - \_\_\_\_\_ C) You use a telephone listing and service separate from your personal residence listing and service.
  - \_\_\_\_\_ D) You perform labor or services only pursuant to written contracts.
  - \_\_\_\_\_ E) You perform labor or services for two or more different persons within a period of one year.
  - \_\_\_\_\_ F) You assume financial responsibility for defective workmanship and breach of contract, as evidenced by performance bonds or liability insurance coverage.

I hereby certify that the above information is correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Owner, partner or corporate officer)

# QUOTE FORMS

PLEASE REVIEW "INSTRUCTIONS TO OFFERORS, CLICK HERE >



## Submit quotes

Hand Deliver to: Homes for Good, 300 W. Fairview Dr. Springfield, OR 97477

Or email to: [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)

WHEN SUBMITTING, PLEASE TURN IN PAGES 5 -8.

When the quoting firm is unsure of the process or forms completion, it is his/her responsibility to contact the Contract Administrator for clarification.

**4 PM, THURSDAY, February 6, 2020**

## INSTRUCTIONS TO BIDDERS

### BID FORM

#### VACATE CLEANING SERVICES

I/We, the undersigned, are familiar with the local conditions affecting the cost of the work, wage rates and with the Specifications, the Request for Quote, and any attachments as prepared by Homes for Good Housing Agency of Lane County (HACSA). I/We propose to furnish all labor, equipment and materials for janitorial services at 255 High St, Eugene, OR. Known as Parkview Terrace at the prices listed below.

*Instruction: Enter a price in each column and the Total Cost for the services. Be sure to check the appropriate box in the highlight area of this form. **For your bid to be considered, you must include all information requested.***

*If you have any questions on the **bid form**, please contact Ron Haniuk at 541-682-2583 or [rhaniuk@homesforgood.org](mailto:rhaniuk@homesforgood.org)*

PARK TERRACE	Cost		TOTAL COST
WEEKLY SERVICE	\$	x52	\$
MONTHLY SERVICE	\$	x12	\$
ANNUAL CLEANING	\$	x1	\$
<b>TOTAL ANNUAL COST →</b>			<b>\$</b>

In submitting this quote, it is understood that Housing and Community Services Agency of Lane County reserves the right to reject any and all bids

Attached hereto is an affidavit in proof that the undersigned has not entered into any collusion with any person in respect to this proposal or any other proposal or the submitting of proposals for the contract for which this proposal is submitted.

The quoting firm represents that **he [ ] has, [ ] has not**, participated in a previous contract or subcontract subject to the equal opportunity clause prescribed by Executive Orders 10925, 11114, or 11246 or the Secretary of Labor; that **he [ ] has, [ ] has not**, filed all required compliance reports; and that representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained prior to subcontract awards. (The above representation need not be submitted in connection with contracts or subcontracts which are exempt from the clause.)

Certification of Non-segregated Facilities. By signing this quote, the quoting firm certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. He certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location, under his control, where segregated facilities are maintained. The quoted firm agrees that a breach of this certification is a violation of the Equal Opportunity clause in this contract. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and wash rooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. He further agrees that (except where he has obtained identical certifications from proposed subcontractors for specific time periods) he will obtain identical certifications from proposed subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause; that he will retain such certifications in his files; and that he will forward a notice to his proposed subcontractors as provided in the instruction to bidders.

Drug Free Environment Certification: By signing this bid, the bidder certifies that he will, or will continue to, provide a drug-free workplace while performing work at the contracted location, and will adhere and perform to the directions stipulated in the Special Conditions, item 18, Drug Free Work Place Requirement.

Note: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

**BIDDERS SIGNATURE**  
**ATTESTING QUOTE AMOUNTS AND OTHER CERTIFICATIONS**

NAME OF BIDDER (Company): \_\_\_\_\_

COMPANY OFFICIAL ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

COMPANY FEDERAL ID #: \_\_\_\_\_ PHONE #: \_\_\_\_\_

BY (Print Name): \_\_\_\_\_

TITLE: \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_  
(SIGN ORIGINAL ONLY)

**Attachment: Three References for Similar Work:**

(May include work previously provided for Homes for Good)

NAME OF COMPANY OR BIDDER: \_\_\_\_\_

REFERENCE #1:

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

REFERENCE #2:

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

REFERENCE #3:

NAME OF COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE \_\_\_\_\_

PERIOD OF PERFORMANCE: From \_\_\_\_\_ to \_\_\_\_\_

DESCRIPTION OF WORK: \_\_\_\_\_

*I attest that the information presented is true and accurate. Permission is granted for the HACSA to contact and/or review work with each of the above sites and companies.*

Signature: \_\_\_\_\_

*Attention: This page must be signed and submitted with Bid*